

Application - Activity Cross Reference with Definitions

Application	Activity
Asset Management Application	
Purpose	
Asset management will provide information regarding all attributes of government assets.	
Definition	
<ul style="list-style-type: none"> - The application will track all activities related to the management of government property assigned to CH. - The application will monitor contractor management of government property. - Maintain and provide inventory and financial information of all assets. - The application will provide various reports regarding status, costs and values associated with the assets. 	
The application should ensure all historical records of the asset are maintained from creation to retirement.	
JBE	Validate real estate costs
JDA	Collect Cash
JDB	Capitalize Equipment
JDC	Depreciate assets
JDD	Dispose assets
JDE	Manage Accounts Receivable
KBE	Provide Measurements
LAA	Personal Property Transfer
LAB	Report Excess Personal Property
LAC	Screening of Excess Personal Property
LAD	Disposition of Excess Personal Property
LAE	Annual Reconciliation of DOE F 4300.3
LAF	Retire Personal Property
LAG	Loan Personal Property
LAH	Transfer Ownership of Government Owned Equipment

Application - Activity Cross Reference with Definitions

Application	Activity
LAI	Administer Gift Program and Computers for Learning Program
LAJ	Coordinate Contract Oversight
LAK	Monitor Motor Vehicle Utilization
LAL	Motor Vehicle Requisition
LAM	Distribute Budget Approval for Motor Vehicles
LAN	License Plates and Decals
LAP	Oversee CH Personal Property Management Program
LAQ	Process Foreign Personal Property Loans
LAR	Dispose Foreign Excess Property
LAS	Control sensitive items
LAT	Manage High Risk Property
LAU	Review Personal Property Management Systems
LAX	Develop physical inventory methodology
LBA	Acquisition of real property
LBB	Disposal of real property
LBC	Temporary disposal of land
LBD	Conduct Real Property Reviews
LBE	Maintain FIMS
LCA	Maintain Office Supplies
LCE	Maintains VISA Impact Card/Checkbook
QBF	Acquire Application Software
QBI	Acquire Application Software and Hardware
QCA	Upgrade Infrastructure
QCB	Conduct Equipment Analysis
QCC	Procure Hardware

Application - Activity Cross Reference with Definitions

Application	Activity
QCD	Acquire Network Software
QDC	Hardware and Software Deployment
QDH	Hardware and Software Installation
QED	Maintain Hardware
QEF	Maintain Hardware Inventory
QEL	Maintain Laptop Pool
QGA	Coordinate Lab FTS Telephone Service and Billing
QGB	Provide Calling Cards
QGC	Provide Cellular Phones
QGE	Provide Pager Support
QGF	Provide Telephone Equipment
QGG	Provide Videoconferencing
QGH	Provide Spectrum Management
QGI	Provide Fax Equipment

Application - Activity Cross Reference with Definitions

Application	Activity
Budget Formulation Application	
Purpose	
<p>Prepare, and submit budget requests from CH groups through CH corporate office to DOE Headquarters. Store, retrieve, analyze and supply budget formulation information. Identify approved budget for CH.</p>	
Definition	
<ul style="list-style-type: none"> - Record budget information (FTE allocations, program and project funding, and justification information) by fiscal year, organizational unit, and program area (baseline and proposed new). - Calculate and record multiple funding decision recommendations (associated with different funding level authorizations). - Submit budget and FTE request authorizations and other funding decisions to DOE Program offices for review. - Record the recommended budget and FTE authorizations from program offices and the changes to each of those from the requested levels. - Review the differences between the funding and FTE numbers authorized, and adjust the FTEs as necessary. - Request, prepare, and submit revised levels of funding and FTE authorizations with justifications for appeal of the authorization levels to Congress. - Maintain records of B&R code with Program Area codes. - Provide input and review of program crosscut budgets; maintain information on cross cut budget programs. - Provide crosscut schemes and other budget formulae for preparing comparative budget information for budget analysis and presentations/briefings. - Record funding data history for proposed work associated with an offer by laboratory or institution. - Provide electronic notice and/or view access to funding decisions for laboratories or institutions. 	
EAB	Prioritize Budget
EAC	Defend Budget
EAD	Develop Budget
JAB	Budget Formulation
JCA	Prepare Reports

Application - Activity Cross Reference with Definitions

Application	Activity
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QAG	Develop Budget
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Communications / Event Tracking Application

Purpose

Share information about DOE activities.

Definition

Prepare communications products for internal and external audiences. Distribute those products through various methods including phone, fax, web, printed material, etc. Record limited information about the person or institution contacted. Advise management on Communications Issues, including on contractor communications activities. Maintain contact information to aid in the solicitation and execution of communications opportunities, including stakeholder activities, press conferences, speeches, top-level visits, etc., and to assist CH in emergency response. Collect information to prepare and distribute reports.

Regarding Meetings:

Manage information about the venue and logistical resources and arrangements for meetings.

- Maintain description of the meeting resources: meeting rooms (e.g., layout), equipment (PC installed, projector, number of LAN connections, etc.), communications (telephone, videoconference, speakerphones, etc.).
 - Capture usage information (e.g., time, user) for each resource.
- Capture resource status (e.g., in service, unavailable) information.

BABC	Conduct Oral Discussions
BCA	Small Business Outreach
BCC	Respond to congressional inquiries
FAD	Involve stakeholders
FBF	Involve stakeholders
PAA	Prepare Communications
PAB	Prepare Routine Reports
PAE	Counsel Management

Application - Activity Cross Reference with Definitions

Application	Activity
PAG	Facilitate Secretarial Involvement
PAH	Coordinate event
PAI	Respond to Queries
PBA	Facilitate Distribution
PBAA	Maintain distribution lists
PBAB	Distribute documents
PBB	Inform Congress
PBC	Inform Media
PBD	Communicate in Emergencies
PBE	Educate Public
PBF	Solicit Speeches
PBG	Inform Stakeholders
PBH	Inform Regulators
PBI	Coordinate materials
PCB	Maintain operational awareness
QFC	Communicate IM Activities
QFH	Briefings
SD	Maintain organizational visibility
ZK	Inform employees

Application - Activity Cross Reference with Definitions

Application

Activity

Contract/Financial Assistance Application

Purpose

Generate, record, maintain and track procurement data and documentation supporting the acquisition and financial assistance mission of the Chicago Operations Office.

Definition

- Link procurement data to other related systems such as DISCAS and PADS to avoid re-entry of data.
- Provide for the electronic generation, transmission, receipt, recording, assignment and approval of the procurement request authorization process.
- Enable and support the electronic transmission of solicitations and amendments. Provide for the electronic receipt and recording of proposals and applications.
- Enable and support the generation, storage, transmission and recording of solicitations, amendments, awards, modifications and related correspondence supporting the acquisition and assistance function. Provide for the electronic receipt, recording and storage of proposals and applications.
- Link procurement documents to allow single entry of procurement information e.g. data warehouse.
- Provide real-time access to current FAR, DEAR and local acquisition provisions and clauses and current federal, departmental and local financial assistance provisions in a usable format.
- Establish and maintain a repository of federal, departmental and local forms required to support the acquisition and assistance function in a usable format. Provide capability to electronically complete, transmit and receive required forms.
- Enable and support the electronic signature, transmission and receipt of fully executed contract and financial assistance awards, modifications and related correspondence.
- Enable and support the process of electronically requesting, tracking and recording the results of staff reviews.
- Enable and support the electronic receipt, recording, approving, and processing of requests for payment.
- Enable and support the electronic receipt, review and transmission of scientific and technical information deliverables e.g. final technical reports, topical reports and conference proceedings.
- Enable and support the process of electronically requesting, tracking, receiving, and recording the results of closeout reviews.
- Provide means to monitor, track and record CH acquisition and assistance

Application - Activity Cross Reference with Definitions

Application	Activity
	performance to support self-assessment initiatives and monitor customer satisfaction. - Provide means to monitor, track, record and store CH acquisition and assistance documents
AAB	Negotiate Agreements
AAC	Administer contracts
AAE	Serve as advisor
AAF	Oversee contractor
ABA	Procurement Assistance Support
ABB	M&O Subcontract Administration
B	Procurement (Acquisition and Assistance)
BAAA	Review Procurement Requests Package
BAAAA	Procurement Request Submission
BAAB	Select Source
BAAC	Advertise Solicitation Availability
BAAD	Prepare Solicitation
BAAE	Review Solicitation
BAAF	Issue Solicitation
BAAFA	Issue Solicitation–Update Solicitation Status Report
BAAG	Amend Solicitation
BAAH	Receive Offers/Bids/Applications
BAAI	Conduct Solicitation Briefings
BABA	Evaluate Offers/Bids/Applications including BAFOs
BABB	Determine Competitive Range
BABD	Evaluate BAFOs
BABDA	Evaluation and Negotiation by Procurement Office
BABE	Prepare Award Documentation

Application - Activity Cross Reference with Definitions

Application	Activity
BABF	Obtain Internal & External Pre-Award Reviews
BAC	Award Execution
BBA	Process Payment
BBB	Negotiate Initial / Modify pre-existing Award
BBC	Contract Closeout
BBD	Monitor Performance
BC	Small Business Advocate
BCA	Small Business Outreach
BCD	Identify and evaluate small business for potential contracts
BCF	Monitor performance of all GO-Go's, M&Os, and M&O contracts
CBA	Contractor Workforce Restructuring
CBC	Administer Labor Standards
CBG	Negotiate Contractor Human Resource Provisions
CBJ	Contractor workplace substance abuse program
CBK	Contractor Employee Assistance Program
FBB	Procure Contractor(s)
FCA	Perform contract closeout
GAB	Proposal Review and Approval
GACA	Contractor Acceptance of Work
GACB	DOE Facility Group Authorizes Work
GBC	Review and Approve Contracts
GBCA	Contract is Developed (Non-Federally Funded Work)
GBCAA	Contract is Executed
GBCB	Contract is Developed (Federally Funded Work)
GC	Modify contracts funding

Application - Activity Cross Reference with Definitions

Application	Activity
GD	Laboratory Prime Contract Modified
HE	Modify Contract
JBA	Cost/Price analysis
JBD	Develop Maximum Fee/Review M&O Fee
JCB	Record and Monitor Accounting Transactions
LAA	Personal Property Transfer
LAB	Report Excess Personal Property
LAC	Screening of Excess Personal Property
LAD	Disposition of Excess Personal Property
LAE	Annual Reconciliation of DOE F 4300.3
LAF	Retire Personal Property
LAG	Loan Personal Property
LAH	Transfer Ownership of Government Owned Equipment
LAI	Administer Gift Program and Computers for Learning Program
LAJ	Coordinate Contract Oversight
LAK	Monitor Motor Vehicle Utilization
LAL	Motor Vehicle Requisition
LAM	Distribute Budget Approval for Motor Vehicles
LAN	License Plates and Decals
LAO	Coordinate FEDSTRIP Authorization
LAP	Oversee CH Personal Property Management Program
LAQ	Process Foreign Personal Property Loans
LAS	Control sensitive items
LAT	Manage High Risk Property
LAU	Review Personal Property Management Systems

Application - Activity Cross Reference with Definitions

Application	Activity
LAV	Implement Business Management Operation Program
LAX	Develop physical inventory methodology
PBB	Inform Congress
PBC	Inform Media
PBG	Inform Stakeholders
PBH	Inform Regulators

Document Management Application

Purpose

The purpose of this application is to provide a centralized tool for automated storage, sorting, searching and retrieval of "documents."

Definition

- Record profile information such as unique document identifier, medium, location, author, sensitivity indicator, logical grouping, and version.
- Provide capability to search on a range of attributes including, date, keyword, author, logical grouping, project, program, etc.
- Store each type of document.
- Support for multiple formats: word processing, various image formats, electronic forms, spreadsheet, project management software, voice, video, etc.
- Retrieve document in a view that is specified by the user. Support for multiple formats: word processing, various image formats, electronic forms, spreadsheet, voice, video, etc.
- Maintain standard document formats.
- It will provide the capabilities to store, retrieve and dispose of "electronic renderings." It will have the capability to produce the "electronic renderings" in a variety of formats, including standard report formats.

AAA	Review Documents
BAAH	Receive Offers/Bids/Applications
DA	Document Review
DB	Prepare Reports
DF	Submit Reports

Application - Activity Cross Reference with Definitions

Application	Activity
EA	Information Architecture Planning
GAD	Issue program guidances
LAV	Implement Business Management Operation Program
MAA	Review Plan
MAC	Develop Plan - MAC
MBB	Review CH Security Plan
MFB	Review Documents
MFC	Classified Document Control
MLA	Develop Plan
MLG	Maintain Records
NA	Review Regulatory and other Changes
OA	Coordinate Records Management
OB	Provide Advice on Record Type
OC	Retire Records
OD	Destroy Records
QAB	Develop IM Operating Plan
QAE	Develop IM Information Architecture Plan
QBD	Maintain System Documentation
QCE	Develop Disaster Recovery Plan
QCF	Develop Continuity of Operation Plan
QCG	Develop Maintenance Plan
QCH	Develop Cybersecurity Implementation Plan
QCI	Develop Installation Plan
QCJ	Prepare Technology Position Statements
QFJ	Policy Development

Application - Activity Cross Reference with Definitions

Application	Activity
RA	Coordinate Directives Comment
RB	Review Directives
RC	Publish Directives
SA	CH Strategic Planning
SB	Customer Satisfaction
SC	Attract new customers
UA	Freedom Of Information Act FOIA
ZK	Inform employees
ZL	Prepare DOE-wide forms

Financial Tracking (Budget Execution) Application

Purpose

To carry out the approved budget and provide financial information.

Definition

- To record and track allocations, allotments and obligations.
- Provide an electronic method/process for generating financial changes.
- Calculate uncommitted and uncosted balances.
- The input of allotments and obligations should be imported from the originating system.
- Provide analysis of financial and budget data to DOE-HQ and CH.
- Monitor, track and validate accounting transactions and data.
- Provide direct access to real time budget/financial status.
- Generate reports on these activities.

BBA	Process Payment
DF	Submit Reports
EAB	Prioritize Budget
EBF	Control Funds
JAA	Budget Execution
JBA	Cost/Price analysis

Application - Activity Cross Reference with Definitions

Application	Activity
JBB	Review Disclosure Statements and Cost Accounting Standards
JBC	Provide financial support
JBD	Develop Maximum Fee/Review M&O Fee
JBE	Validate real estate costs
JCA	Prepare Reports
JCB	Record and Monitor Accounting Transactions
JCC	Support Financial Systems
JCD	Validate data quality
JCE	Reconcile financial systems
JDA	Collect Cash
JDB	Capitalize Equipment
JDC	Depreciate assets
JDD	Dispose assets
JDE	Manage Accounts Receivable
JEA	Control Funds
JEB	Certify funds
JEC	Report anti-deficiencies
JFA	Respond to inquiries
JFB	Support Systems
JGA	Respond to FMFIA Request
LAM	Distribute Budget Approval for Motor Vehicles
LC	Small Purchases
LCB	Buyer for Small Purchases
LCC	Pay Argonne Bill
LCE	Maintains VISA Impact Card/Checkbook

Application - Activity Cross Reference with Definitions

Application	Activity
QFG	Budget Execution
ZF	Award bonuses
ZH	Monitor time and attendance
ZM	Manage Travel

Application - Activity Cross Reference with Definitions

Application	Activity
Human Resources Application Purpose Support initiation, processing, tracking, documentation, approval and archival of federal human resources actions. Support tracking and analyzing federal human resources personnel information, status, training, and performance; including diversity, expertise, qualifications, experience, workload, etc. Support administration and oversight of contractor HR programs. Definition <ul style="list-style-type: none"> - The application must support HR recruitment efforts by supporting development of position descriptions, job announcements and advertising. In addition, automated receipt (with dating), review, selection, and offer development should be supported. - The application must record information on HR actions such as performance evaluation, training, retirement, etc. - maintain in an easily accessible and useable format, all information regarding the results of HR actions such as compensation, disciplinary action, recognition, transfer, job positions, performance standards etc. - The application will provide general employee information on DOE human resource programs, such as retirement, leave, benefits, rights, etc. In addition, the application should provide access to site specific information, such as emergency plans, evacuation, workplace hazards etc. - The application must maintain basic employee information regarding name, address, contact numbers (telephone, fax, E-mail), program area. - The application must support the administration of DOE training programs including scheduling of courses, documentation of annual needs assessments, budget development, online performance satisfaction surveys, etc. - The application must support the automated development of Individual Development Plans and should provide user resources to facilitate meeting the requirements of specific programs, i.e. the DOE Technical Qualifications Program - The application must provide for automated training registration, review and approval; including, maintenance of information on training courses and the schedule for specific classes. In addition, links to payment processing, travel, and personnel records should be established to automate payment, travel associated with training, and records update. The application must provide for evaluating training, supporting course advertising, and monitoring employee attendance. - The application must provide for automated storing and summarizing of federal staffing levels and associated "drill-down" data. - In order to facilitate full and efficient use of human resources, the application must 	

Application - Activity Cross Reference with Definitions

Application	Activity
	allow for recording, maintaining, and tracking standard information elements regarding personnel expertise, qualifications, workload, etc. This should enable management to quickly select experts for given tasks.
	- All information contained by this application must follow Privacy Act and governmental regulations. Therefore, viewing rights for all information will have to be established and built into the application.
	- The application (or a module thereof) should support DOE-HR activities related to negotiating prime contracts, administering Davis Bacon and Service Contract Programs, and providing oversight and advice on contractor HR programs. In order to do this, the system must maintain basic information about contractor compensation and benefit programs (including collective bargaining and workforce restructuring).
AD	Conduct Ethics and Standards of Conduct Training
AE	Administer Financial disclosure form process
CAA	Administer Benefits
CAB	Administer Training
CAC	Hire Federal Employee
CAD	Provide Advice
CAE	Determine Compensation
CAF	Recommend Staff Allocations
CAG	Manage Performance Standards
CAH	Process Personnel Actions
CAI	Maintain Rewards and Recognition
CBA	Contractor Workforce Restructuring
CBC	Administer Labor Standards
CBG	Negotiate Contractor Human Resource Provisions
CBH	Review Report
CBJ	Contractor workplace substance abuse program
CBK	Contractor Employee Assistance Program
CCA	Training Needs Assessment

Application - Activity Cross Reference with Definitions

Application	Activity
CCB	Individual Development Plans
CCC	Improve and Maintain Workforce Competence
CCD	Management Accountability for Creating a Learning Environmen
CCE	Training Administration
CCF	Succession/Workforce Planning
CCG	Technology Supported Learning
PAF	Conduct Training
QDD	Execute Training
TB	Diversity Education
ZA	Prepare position description
ZB	Prepare performance evaluation plans
ZC	Prepare individual development plans
ZD	Perform employee appraisals
ZE	Prepare Performance improvement plans
ZF	Award bonuses

Application - Activity Cross Reference with Definitions

Application

Activity

Information Management Application

Purpose

Plan, develop, identify, and maintain IM architectures to enable all levels of CH to access DOE and Program data necessary to perform their job. To provide CH management with information to make sound, cost effective executive management decisions about IM.

Definition

- This application will monitor, maintain and support all data, technical, and applications architectures necessary to make tactical and strategic decisions.
- This application will provide high level summary information, and the ability to "drill down" to specific primary source information.
- This application will provide current architecture definitions, plans and status information.
- This application will track user's support.
- This application will maintain the data dictionary.
- This application will track and facilitate current data resource sharing.
- This application will provide configuration management, tracking and proper version control maintenance.
- This application will track and maintain user and technical requirements information.
- This application will provide current software development, testing and build status.
- This application will ensure applications are developed so that they are interoperable to ensure communication between applications throughout CH.
- This application will ensure and track that training in new applications is available to the users.
- This application coordinates and facilitates the development of all CH applications.

Application - Activity Cross Reference with Definitions

Application	Activity
AD	Conduct Ethics and Standards of Conduct Training
CCG	Technology Supported Learning
EAD	Develop Budget
JFB	Support Systems
PAC	Develop Web Design
PAD	Web page upkeep
QAA	Maintain Information Architecture
QAB	Develop IM Operating Plan
QAC	Create Performance Measures
QAE	Develop IM Information Architecture Plan
QAF	External Reporting
QAG	Develop Budget
QBA	Conduct Requirements Analysis
QBB	Develop Functional Design
QBC	Perform Applications Development (Programming)
QBD	Maintain System Documentation
QBE	Perform System Analysis and Design
QBF	Acquire Application Software
QBG	Perform System Design
QBH	System Programming
QBI	Acquire Application Software and Hardware
QBJ	Functional Test Plan
QCB	Conduct Equipment Analysis
QCC	Procure Hardware
QCD	Acquire Network Software

Application - Activity Cross Reference with Definitions

Application	Activity
QCE	Develop Disaster Recovery Plan
QCF	Develop Continuity of Operation Plan
QCG	Develop Maintenance Plan
QCH	Develop Cybersecurity Implementation Plan
QCI	Develop Installation Plan
QCJ	Prepare Technology Position Statements
QDA	Perform Configuration Management
QDB	Perform Acceptance Testing
QDC	Hardware and Software Deployment
QDD	Execute Training
QDE	Assure Quality
QDF	Maintain Application Version Control
QDG	Perform System Integration and Testing
QDH	Hardware and Software Installation
QEA	Maintain Help Desk
QEC	Maintain Network Management/Operation
QED	Maintain Hardware
QEE	Perform Database Administration
QEF	Maintain Hardware Inventory
QEG	Monitor Network Security/Performance
QEH	Perform Application Maintenance
QEI	Perform COTS Software Management
QEJ	Develop and Maintain WEB
QEK	Maintain Training Facility
QEL	Maintain Laptop Pool

Application - Activity Cross Reference with Definitions

Application	Activity
QFA	Perform Contracting Officer Technical Representative (COTR)
QFB	Perform Project Management
QFC	Communicate IM Activities
QFH	Briefings
QFI	Project Integration
QFJ	Policy Development
QGD	Provide Meet-Me Conference Numbers
QGE	Provide Pager Support
QGG	Provide Videoconferencing
QGH	Provide Spectrum Management
QGJ	Maintain Telephone Directories
Q GK	Coordinate New Phones/equipment problems/moves

Intellectual Property Information Tracking Application

Purpose

Manage and track inventions, intellectual property clauses of DOE R&D arrangements, provide advice opinions and reporting.

Definition

This application's use is to enable IPL staff to access and monitor real-time information on the status of contracts, inventions, and waivers. The application provides information on various aspects of these functions from creation to retirement. It identifies due dates, types of contract clauses, current status and other information. It provides reports for:

1. Invention docket and due date reports for each attorney and paralegal
2. Waiver docket for each attorney
3. Inventions (and status) reported by each contractor
4. Identifying attorney performance and output (e. g.. number of cases filed, disposed of, contracts reviewed).
5. Track numeric data on all phases of invention cycle including total number of inventions, ownership, & patent status.

Application - Activity Cross Reference with Definitions

Application	Activity
AAB	Negotiate Agreements
AAD	Provide legal advice
AAF	Oversee contractor
AAH	Assist in Litigation
ABA	Procurement Assistance Support
ABB	M&O Subcontract Administration
ABC	Invention Processing
ABD	Patent Licensing
ABE	Waiver Processing
ABF	Copyright Transfer
BAAE	Review Solicitation
BBC	Contract Closeout
FCA	Perform contract closeout

Application - Activity Cross Reference with Definitions

Application

Activity

Laboratory Project Management Application

Purpose

Support the planning, tracking, financial management and reporting of all Government Owned Government Operated (GOGO) Laboratory projects from proposal to closeout.

Definition

- * Support development and review of GOGO Laboratory project proposals for DOE and for Work for Others.
- * Support GOGO Laboratory project planning; including prioritization, resources planning, scheduling, budget development, etc.
- Support GOGO Laboratory project execution; including milestone documentation, safety reviews, regulatory reviews, evaluation and analysis of data, financial tracking, and coordination of support and review by other CH groups.
- Support project completion; including internal review, report preparation and customer interactions.
- Provide capability to record and maintain a customized set of technical, cost, and schedule information.
- Baseline set of information may include linking GOGO Laboratory project activities to higher level (strategic) goals.
- The application should provide a mechanism to record and share GOGO Laboratory project safety and business experiences, or lessons learned.
- The application should provide GOGO Laboratory and project managers with tools to promote better management such as real-time access to previous proposals, guidelines, regulations, and orders; it should provide automated reminders or "ticklers" for actions, data transfer, scheduling conflicts and periodic reporting.

NOTE: While COTS project management software exists, it is typically too all-inclusive for practical use with smaller GOGO Laboratory project planning and tracking activities.

KAA	Research Measurement Methods (Combine with KAB)
KAB	Design Measurement Instrumentation
KAC	Develop Measurement Methods
KAD	Implement Measurement Methods
KAE	Test Measurement Methods
KBA	Produce Standards

Application - Activity Cross Reference with Definitions

Application	Activity
KBE	Provide Measurements

Management Decision Support Application (MD's)

Purpose

Provide CH decision-makers with the capability to access a consolidated source of analyzed or summarized data.

Definition

- Application would provide decision-makers a personalized start-up page similar to current web-based commercial products (i.e. MyYahoo!). The page should present decision-makers with their primary source of decision level information.
- Data presented would be summarized in a graphical form if possible and would present the results of previously agreed to analyses. No further analyses should be required.
- Links from the start-up page would allow access to more detailed information and other CH applications.
- The applications should allow capability to "drill down" to underlying information, perform ad hoc queries and/or searches.
- The content and layout of the page should be capable of personalization.
- The data analyses and/or summarization should represent the status and performance of all CH organizations, programs, and projects. Examples of status would include the status of all resources (FTE's, budget, assets, calendaring, etc.). Performance examples would include programs, projects, diversity, safety, etc.
- The application should support mobile access. Future capabilities expansion should anticipate the need for support to personal digital assistants and wireless access.
- The application should support the ability of decision-makers to record, schedule, and track key decisions that must be made.

The primary benefit of such a system would be providing timely information to decision-makers enabling them to make more well-informed and timely decisions.

BAAFA	Issue Solicitation–Update Solicitation Status Report
BBD	Monitor Performance
GBCAA	Contract is Executed
H	Performance Management
HD	Prepare final assessment report

Application - Activity Cross Reference with Definitions

Application	Activity
HF	Determine annual performance ratings
I	Program Quality Assurance
JCA	Prepare Reports
JEC	Report anti-deficiencies
JGF	Submit Report
KC	Quality Assurance
KCC	Statistical Analysis of Data
KCD	Data Reporting
LAB	Report Excess Personal Property
PAB	Prepare Routine Reports
PCB	Maintain operational awareness
QAF	External Reporting
ZL	Prepare DOE-wide forms

Application - Activity Cross Reference with Definitions

Application	Activity
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Measurement Application

Purpose

Record, track and share measurements amongst remote and local entities; prepare and communicate the information or a report.

Definition

- Allow tracking of nuclear material and of measurement/experimentation equipment handling, shipping, monitoring and receiving.
- Allow local and remote transfer of measurement data.
- Allow review and analysis of measurement data; link to statistical applications as appropriate.
- Allow report formatting and generation.
- Link to Laboratory Project Management Application.
- Link application directly to laboratory equipment and to remote sampling and sensing devices

NOTE: Currently this data is provided by laboratory equipment on nuclear materials and by remote sampling and sensing devices on radiation and radioactivity associated with natural or anthropogenic sources

KBF Provide Information Management

Application - Activity Cross Reference with Definitions

Application	Activity
Office Automation Application	
Purpose	
The use of integrated information handling tools and methods to improve the productivity of CH personnel or automate their daily tasks.	
Definition	
Commercial off the shelf (COTS) products that allow a tailored desktop to meet the individuals needs.	
Office Automation includes:	
<ul style="list-style-type: none"> * Document preparation and presentation tools * Numerical calculation * Data analysis and presentation tools * Information management, collation, retrieval and archiving tools * Communication (e.g. e-mail or videoconferencing) tools * External accessibility * Mobility * Voice recognition * Flexibility * Physically challenged accessibility * Ensure compatibility with CH architecture * Support DOE standards * Electronic signatures * Supportable by existing Help Desk contractors * Transfer of data from instrumentation to LAN * Interoperability * MOPIER - Multifunction or all in one machine (copier, printer, scanner, fax) 	
AG	Alternative Dispute Resolution (ADR)
JFA	Respond to inquiries
JFB	Support Systems
PBA	Facilitate Distribution
PBAA	Maintain distribution lists

Application - Activity Cross Reference with Definitions

Application	Activity
PBAB	Distribute documents
QEK	Maintain Training Facility
SC	Attract new customers

Oversight Application

Purpose

To document and track oversight activities conducted by CH.

Definition

- Oversight activities will create, record and update data on inspections, operational surveillance activities, program and project reviews and appraisals.
- The application will interact with other applications to receive up to date information regarding ES&H requirements, DOE and CH orders and guidelines, performance measures, program and project milestones, human resource services, finance, asset and budget management.
- The application will document, track and share the process of oversight activities such as schedules and the progress status of each oversight activity. The application will provide local and remote access to all current and historical oversight data. The application will facilitate the comment resolution process / factual accuracy and distribution of reports
- This application will be linked with the Performance Management Application and Regulatory Compliance Application so that the oversight activities data in this application can be used for compliance and trending analyses, corrective action follow-ups and lessons-learned improvements. These analyses will provide feedback in turn on needed oversight activities.

AAF	Oversee contractor
BBD	Monitor Performance
BCF	Monitor performance of all GO-Go's, M&Os, and M&O contracto
CBA	Contractor Workforce Restructuring
CBC	Administer Labor Standards
CBG	Negotiate Contractor Human Resource Provisions
CBJ	Contractor workplace substance abuse program
CBK	Contractor Employee Assistance Program

Application - Activity Cross Reference with Definitions

Application	Activity
CD	Contractor Training Oversight
DEA	Perform Surveillance
FCB	Complete acceptance testing
HC	Monitor performance
JFA	Respond to inquiries
LAV	Implement Business Management Operation Program
MI	Approve Safeguards and Security Plans
PCB	Maintain operational awareness

Application - Activity Cross Reference with Definitions

Application

Activity

Performance Management Application

Purpose

To ensure that performance of DOE contractors, CH organizations, CH teams, and CH employees is consistent with all Department of Energy performance objectives.

Definition

- The application must support the development of performance measures for DOE contractors, CH organizations, CH teams, and CH employees. The automation of this process will enable all elements of CH to access this information for reference, assessments, and reporting requirements.
- The application must support the electronic data input, evaluation, and results reporting to appropriate parties.
- The application will support an automated system where required approvals of the developed measures are performed electronically. This will eliminate multiple paper copies, and save the time, currently required, to route the information throughout the system. Ultimately, it will aid in the measures being acted upon expeditiously.
- The application must be able to record data regarding the previously established performance elements. The data will be from day-to-day operational awareness, periodic reviews, and other pertinent information. This will establish a clear body of information for evaluation of the subjects' performance.
- The application will support periodic and final performance evaluations by ensuring that the body of information, accumulated during the performance period, has been recorded and is available for evaluation. In addition, electronic transmission, and approvals, if required, of the final evaluations to the involved parties will provide for timely receipt of the assessments and further processing (i.e. modification of M&O contracts), if necessary.
- Provide access to historical data, analyze and prepare trending reports.

BBD	Monitor Performance
BCF	Monitor performance of all GO-Go's, M&Os, and M&O contracto
CAG	Manage Performance Standards
DEB	Perform program reviews and appraisals
DEC	Track corrective actions
EBC	Monitor Performance
FBC	Monitor performance

Application - Activity Cross Reference with Definitions

Application	Activity
HA	Develop performance measures
HB	Review Performance Measures
HC	Monitor performance
JHD	Participate in IG/GAO Audit
KCA	Distribution of Materials/Samples
KCB	Web-based Database Management
LAV	Implement Business Management Operation Program
LAW	Assess Contractor Summary Performance
PCA	Prepare performance plans
PCB	Maintain operational awareness
PCC	Evaluate contractor performance
PCD	Coordinate approval of contractor products
PCE	Review contractor emergency plan
QAC	Create Performance Measures
SB	Customer Satisfaction
TA	Diversity Tracking
ZG	Set group goals
ZI	Monitor work assignments

Application - Activity Cross Reference with Definitions

Application

Activity

Program / Project Management Tracking Application

Purpose

Support the management of all CH programs and projects from proposal to closeout.

Definition

- Support development and review of project/program proposals.
- Support project/program planning; including strategic planning, prioritization, resources planning, scheduling, budget development, etc.
- Support project execution; including work authorization, performance measurement, funding control.
- Support project completion; including technical acceptance, contract closeout, records disposition, etc.
- Provide capability to record and maintain a customized set of technical, cost, and schedule information. While this customization must allow the use of the graded-approach, a baseline set of required information should be required to support summary applications such as the Management Decision Support Application.
- Baseline set of information may include linking program and project activities to higher level (strategic) goals.
- The application should provide a mechanism to record and share CH business experience, or lessons learned.
- The application should provide program/project managers with tools to promote better management such as real-time access to guidelines, definitions, orders, and other documents, automated reminders or "ticklers" for actions, missing/outlier data, etc., and automated report generation and submittal).

BBD	Monitor Performance
EA	Information Architecture Planning
EAB	Prioritize Budget
EAC	Defend Budget
EAD	Develop Budget
EAE	Define Projects
EBB	Work Authorization Plans
EBC	Monitor Performance
EBD	Provide Technical Direction

Application - Activity Cross Reference with Definitions

Application	Activity
EBE	Perform/Present Reviews
EBF	Control Funds
FAA	Establish baseline
FAB	Develop acquisition strategy
FAD	Involve stakeholders
FBA	Review Designs
FBB	Procure Contractor(s)
FBC	Monitor performance
FBD	Authorize work
FBE	Implement Change Control
FCA	Perform contract closeout
FCB	Complete acceptance testing
FCC	Plan for Start-Up
GAA	Proposal Development
GAB	Proposal Review and Approval
GAC	Develop Work Authorization Document
GAD	Issue program guidances
GBA	Proposal Development
GBB	Proposal Review and Approval
MAC	Develop Plan - MAC
QFA	Perform Contracting Officer Technical Representative (COTR)
QFB	Perform Project Management
QFH	Briefings
QFI	Project Integration
SF	Project team selection

Application - Activity Cross Reference with Definitions

Application

Activity

Regulatory Compliance Application

Purpose

Provide comprehensive documentation and tracking of regulatory requirements and activities for DOE CH and its contractors.

Definition

- Document requirements contained in federal and state statutes, regulations and permits, DOE and CH directives and guidance documents.
- Provide local guidance needed to implement regulatory requirements.
- Document and track operational awareness program activities such as inspections, surveillance, program reviews. This also includes the tracking and trending of findings, corrective actions and reports generated from the activities.
- Document and track compliance related activities including inspections, program reviews and the submittal of required reports.

AA	General Law Services
AAA	Review Documents
AAC	Administer contracts
AAG	Represent CH
AC	Freedom of Information Act (FOIA) Services
AE	Administer Financial disclosure form process
AF	Environmental Legal Support
AG	Alternative Dispute Resolution (ADR)
AH	Privacy Act Services
BCF	Monitor performance of all GO-Go's, M&Os, and M&O contracto
DDA	NEPA Determination
DDB	Environmental Permitting
DDBA	Coordinate and Obtain Permits
DDBB	Comply with / maintain Permits
DDC	Regulatory Compliance

Application - Activity Cross Reference with Definitions

Application	Activity
DE	Operational Awareness
DF	Submit Reports
GBCAA	Contract is Executed
GBCBA	Contract is Executed
GBCC	Contract is Developed (CRADA) Funded Work)
GBCCA	Contract is Executed
JGA	Respond to FMFIA Request
JHD	Participate in IG/GAO Audit
MEA	Conduct Inspections
MEB	Prepare Report
MEC	Track Findings
MK	Participate in Exercises
NA	Review Regulatory and other Changes
NB	Develop CH Policies and Procedures
NC	Provide Advice and Guidance
PCE	Review contractor emergency plan
RA	Coordinate Directives Comment
U	FOIA and Privacy Act
UA	Freedom Of Information Act FOIA
UB	Privacy Act
ZK	Inform employees
ZL	Prepare DOE-wide forms

Application - Activity Cross Reference with Definitions

Application	Activity
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Safeguards and Security application

Purpose

Provide comprehensive, unclassified documentation and tracking on the status of Safeguards and Security and Emergency Operations Management at CH facilities.

Definition

- The application will provide reports and documentation of inspections and review results to include unclassified findings and corrective actions.
- Provide schedules for all inspections, reviews and exercises.
- Each facility's clearance level will be identified. The categories of classified information and special nuclear materials allowed at each facility will also be identified.
- Information regarding all reportable nuclear material quantities, programmatic uses and unclassified inventory totals by material type will be available.
- Security Plans (SP) and Site Security Plans (SSP) for each facility will be available. Classified Site Safeguards and Security Plans (SSSP) will not be available.
- Total number and level of access authorizations for CH and CH contractor employees will be available. Consistent with the privacy act, individuals and their clearance levels will be identified.
- Provide access to the annual security refresher briefing for those individuals with access authorizations. Provide confirmation of successful completion.

BBC	Contract Closeout
MA	Emergency Management
MAA	Review Plan
MAB	Perform assessment
MAC	Develop Plan - MAC
MAD	Operate Emergency Operations Center (EOC)
MBA	Approve Security Areas
MBB	Review CH Security Plan
MCA	Grant Access Authorization (AA)
MCD	Badge employee
MCE	Train Staff

Application - Activity Cross Reference with Definitions

Application	Activity
MDA	Provide NM Guidance
MEA	Conduct Inspections
MEB	Prepare Report
MEC	Track Findings
MFA	Appoint/Certify Classifiers
MFB	Review Documents
MFC	Classified Document Control
MGB	Accredit Systems
MI	Approve Safeguards and Security Plans
MJ	FOCI Determination
MK	Participate in Exercises
ML	Manage Radiological Assistance Program
MLA	Develop Plan
MLB	Deployment of Rap Teams
MLC	Ensure Team Members Qualified
MLE	Maintain Database Emergency Contacts
MLF	Perform assessment
MM	Manage Transportation Emergency Preparedness Program (TEP)
PBD	Communicate in Emergencies

Application - Activity Cross Reference with Definitions

Application	Activity
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Travel Management Application

Purpose

Support preparation and submittal of travel requests, authorizations, vouchers, and bookings of transportation and housing. Perform tracking of status and storage of records. Provide performance monitoring and evaluation of travel agents, and travel management systems.

NOTE: This application includes, access authorization verifications, foreign travel authorizations, DISCAS entries by Federal employees and bookings by travel agent with their connections to airlines, hotels, etc.

Definition

- Allow the traveler to identify the forms required for travel, i.e., access authorization verifications, foreign travel approvals, travel request authorization, travel vouchers.
- Link all of the identified forms so that data input need only occur once.
- Allow electronic submission of transportation and housing requests to travel agent with recorded response time and success rates.
- Electronically record and transmit travel booking information with itinerary to the traveler.
- Allow authorized changes to both travel requests and travel bookings.
- Maintain trip information for submittal of travel voucher.
- Allow electronic recording and storage of voucher receipts.
- Notify traveler upon completion of clearance transfer, foreign travel authorization, travel authorization, transportation and housing bookings, and voucher payment.

QEB	Customer Liason
ZM	Manage Travel
ZN	Process Foreign Travel Requests

Application - Activity Cross Reference with Definitions

Application	Activity
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WorkFlow Application

Purpose

The logical sequencing of tasks that allow CH employees to perform, review, monitor and approve different activities. This application will automate coordination among different activities and organizations.

Definition

- Create and approve workflow maps e.g. logical sequencing review and approval procedures.
- Route the information, gathered at each step, to subsequent steps based upon job functions, user names, or reporting relationships.
- Simulate, test, monitor and measure workflow.
- Manage and track the progress of electronic work products.
- Link electronic forms to databases and applications.
- Provide automated rerouting of unattended tasks to assigned backups.

AG	Alternative Dispute Resolution (ADR)
BAAAA	Procurement Request Submission
BAAH	Receive Offers/Bids/Applications
BABDA	Evaluation and Negotiation by Procurement Office
BCD	Identify and evaluate small business for potential contracts
CBA	Contractor Workforce Restructuring
CBC	Administer Labor Standards
CBG	Negotiate Contractor Human Resource Provisions
CBJ	Contractor workplace substance abuse program
CBK	Contractor Employee Assistance Program
CCE	Training Administration
DB	Prepare Reports
EBF	Control Funds
FBA	Review Designs
GAB	Proposal Review and Approval

Application - Activity Cross Reference with Definitions

Application	Activity
GBC	Review and Approve Contracts
GBCAA	Contract is Executed
GBCBA	Contract is Executed
GBCC	Contract is Developed (CRADA) Funded Work)
GBCCA	Contract is Executed
I	Program Quality Assurance
JFA	Respond to inquiries
KCD	Data Reporting
MI	Approve Safeguards and Security Plans
NC	Provide Advice and Guidance
PBI	Coordinate materials
PCD	Coordinate approval of contractor products
UA	Freedom Of Information Act FOIA
ZM	Manage Travel